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to Know  
In Time'**

# Air Conditioning & REFRIGERATION



# NEWS

BULLETIN

EDITION

Feb. 7, 1944

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## 'MAKE STANDARD MODELS' INSTEAD OF 'V' UNITS, GAS RANGE GROUP ASKS

WASHINGTON, D. C.—Members of the Domestic Cooking Appliance and Heating Stove Industry Advisory Committee examined at their recent meeting with government officials in Washington the problems involved in any resumption of production of standard model gas ranges.

Since the summer of 1943, gas ranges have been limited by stringent specifications which permit the manufacture of only highly simplified models. These models have failed in a great many instances to satisfy housewives' requirements and the members of the Committee pointed out that there is a heavy demand for their replacement with standard models. To the extent that this demand eventually must be satisfied, the production of simplified models represents a waste of materials. If some standard models more nearly meeting requirements could now be made, such waste would be avoided, Committee members said.

The simplified models have not proved unsatisfactory in all cases and would continue to be made along with the standard models which the Committee would like to see authorized, members said.

The Committee's recommendation for the authorization of production of standard models will receive consideration by the Plumbing and Heating Division of the War Production Board, but Committee members were told that a decision will depend on future developments affecting both raw materials and manpower.

## BILLION DOLLAR DEMAND SEEN FOR FROZEN FOOD EQUIPMENT WITHIN 5 YEARS AFTER WAR

NEW YORK CITY—A demand for more than one billion dollars of new refrigeration equipment within five years after the war is likely to be brought about by increased postwar consumer use of frozen foods, the Associated Press said in a dispatch sent out over its news wires last week.

"Food and refrigeration experts say sales of frozen foods have increased despite wartime restrictions, and that acceptance en masse by housewives after the war will establish this already lusty infant as an important adjunct of the food processing industry," declared the AP dispatch.

"They add that processors, stores and private homes may spend more than one billion dollars in the first five years after the war for equipment needed to make and store frozen foods."

## Start Training of Repairmen Anytime Kromer Advises

CLEVELAND—Instruction in refrigeration service training under the National Refrigeration Manpower and Training Program can be started at any time in local communities where facilities have been set up to carry out such training, it was made clear last week by W. Ray Kromer, Director of Training.

"Classes for new workers may be started in each community at any time the council members can supply the minimum of 10 trainees and an instructor to the local vocational school," Mr. Kromer explained.

"For example: a local council in a community may start a class of 12, the next week other council members may select enough trainees to start another class of 11. In a short period of time additional trainees may be hired by council members and another class started.

"The training courses are also flexible in that one contractor may wish to hire a total of six men, but may hire two trainees who will enroll in the first class, hire and enroll two more a couple of weeks later, and the remaining two may be hired and enrolled a month or so beyond that." Mr. Kromer said that he had been advised by Tom Walker of the Council of Electric Operating Companies that there is a total of 32,000,000 commercial and domestic meters throughout the United States and that to date the National Refrigeration Manpower & Training Program is active in communities that serve 10,700,000 meters, chiefly through the efforts of the Temporary Local Coordinators appointed by the electric operating companies.

However, the Director of Training has received communications from refrigeration men or groups in Philadelphia and Erie, Pa.; Rome and Syracuse, N. Y.; Jackson, Miss.; Worcester, Mass.; Rolla, Mo.; Providence, R. I.; Abilene, Tex.; and Fayetteville, N. C. among others expressing a need for training programs in their communities. Temporary coordinators have not been appointed by power companies to serve these areas, so responsible refrigeration men have been selected to

(Concluded on Page 2, Column 3)

## WPB Explains 'Freon' Sales Under M-28

### 'Confused' Men in Field Told Procedure For Getting 'Freon-12'

WASHINGTON, D. C.—Explanation of the Conservation Order M-28 regulating the sale of "Freon-12" has been made by WPB for the purpose of a better understanding of the order by those who use "Freon-12" in the field.

Titled "How and For What Type of Installations, Servicemen and Owners May Obtain 'Freon-12'" the bulletin says:

"There appears to be some confusion among service organizations, owners, and operators of refrigeration systems as to how they may obtain 'Freon-12' and for what type of system 'Freon-12' is permitted under Order M-28. The following explanation is offered in an attempt to clarify the procedure:

"A service organization, owner, or operator of a refrigeration system who installs 'Freon-12' in any system for which delivery is permitted by Order M-28 may obtain it from his supplier by certifying his purchase order as follows:

"The undersigned purchaser certifies to the seller and the War Production Board that he does not have any 'F-12' gas cylinders not owned by him, which have been empty for more than 15 days; and that the 'F-12' gas covered by this Order will not be used or resold for any purposes not permitted by Order M-28."

"If unable to obtain the 'Freon-12' from his regular supplier, it is suggested that he try other suppliers who may be able to take care of his requirements for some emergency. The WPB should not be called until all possible suppliers in the vicinity have been called.

"The reason for this is that the WPB allocates the 'Freon-12' to the various wholesale distributors of 'Freon' (called 'Contract Agents') on the basis of past requirements and the amount available. The Contract

(Concluded on Page 2, Column 2)

**This is the bulletin issue of the News. More details on the news stories plus special features in next week's full size issue.**



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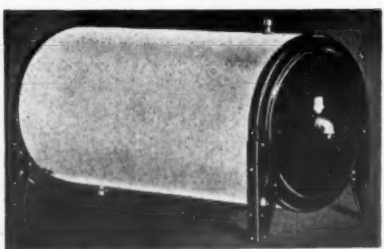
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## Method of Distributing 'Freon-12' Under Order M-28 Explained by WPB

(Concluded from Page 1, Column 3)

Agents in turn are expected to divide up their share with the local 'Freon' dealers in the most equitable manner possible. A number of equipment manufacturers act as Contract Agents and supply 'Freon-12' to their service agencies, dealers, or distributors.

"The use of 'Freon-12' is permitted in any new or used refrigeration system except those of a type referred to in List A or Order M-28 and providing it cannot be converted to the use of another type of refrigerant because the system must be operated under any one or more of the following conditions:

### OPERATING CONDITIONS

"1. Where an air cooled condenser is used and the ambient temperature (the temperature of the air across the condenser coil) is 110° F. or higher, or

"2. Where the saturated refrigerant temperature corresponding to the suction pressure is not less than minus 10° F. (tables showing these values are available in service manuals), or

"3. Where aluminum or magnesium alloy or rubber (except synthetic rubber) have been used in the construction of the system and come in contact with the refrigerant and are not easily replaceable (the manufacturer of the equipment should be consulted as to whether these materials are used in any specific type or model or unit), or

"4. Where the system is for use aboard ship or outside the Continental United States by the Army, Navy, Maritime Commission or War Shipping Administration, or

### 10 LB. MAXIMUM CHARGE

"5. Where the total operating charge (that is, the entire amount of 'Freon' in the system) required to operate it is 10 lbs. or less of 'Freon-12' and the system was in operation on Nov. 12, 1943, and is used for food preservation or for storage of penicillin, blood serum, blood for plasma, biologicals, and bacteriologicals, or

"6. Where the use of no Group 2 or Group 3 refrigerant, as defined in the American Standard Safety Code for Mechanical Refrigeration, ASRE Circular No. 15, ASA-B9-1939, as approved by the American Standards Association, April 20, 1939, is permitted by that Code (this Code may be obtained from the American Society of Refrigerating Engineers, 37 W. 39th St., New York City, at 20 cents per copy).

"As methyl chloride is, for practical purposes, the refrigerant that can most easily be substituted for 'Freon-12', there is shown as follows the outline of the permitted use of methyl chloride under the ASA-B9 Code:

CLASS OF BUILDING		MAXIMUM PERMITTED CHARGE OF METHYL CHLORIDE			
Ref. Code Par.		Ref. Code Par.	Refrigeration	Par. Code Air Conditioning Ref. (Direct Expansion)	
3.20	Institutional (Hospitals, Asylums and Sanitariums).	6.30	Unit systems in kitchens, laboratories or mortuaries—6 lbs.	6.31	Not permitted
3.30	Public Assembly (Theaters, Auditoriums, Department Stores, Broadcasting studios).	7.30	Unit systems—12 lbs. Machinery Room* 1,000 lbs.	7.31	Not permitted
3.40	Residential (including sleeping rooms in hotels and apartments).	8.30	Unit systems in sleeping rooms—6 lbs.	8.31	Not permitted
3.50	Commercial (office bldgs., restaurants, markets).	9.31	Misc. rooms—600 lbs. Machinery Room* No limit.	9.30	20 lbs.
3.60	Industrial (Manufacturing, processing and storage of materials or products).	10.20	No Limit, except when number of employees above first floor exceeds 1 per 100 sq. ft. of floor area in which case requirements of commercial class of bldg. applies.	10.20	Same as for Refrigeration and See Note

\*Machinery Room is defined as follows in the ASA-B9 Code under "2.27, Machinery Room, Class T: A room having machinery other than flame producing apparatus permanently installed and operated and also having:

### MACHINERY ROOM DEFINED

(a) Doors which are tight fitting, fire resisting, and self-closing.

(b) Walls which are vapor-tight and of approved fire resistive construction.

(c) An exit door which opens directly to the outer air or through a vestibule-type exit equipped with self-closing, tight-fitting doors.

(d) Exterior openings which, if present, are not under any fire escape or any open stairway.

(e) All pipes piercing the interior walls or floor of such room, tightly sealed to the walls or floor through which they pass.

(f) Emergency remote controls located immediately outside to stop the action of the refrigerant compressor.

(g) Mechanical means for ventilation.

(h) Emergency remote controls for the mechanical means of ventilation located outside."

### METHYL CHLORIDE LIMITATIONS

Note: The Code further provides in effect, as to all types of occupancy, that since Methyl Chloride is considered explosive in proportions exceeding 10 lbs. per 1,000 cu. ft. room volume—therefore, no refrigeration system or part thereof containing Methyl Chloride in a quantity exceeding this amount is permitted in any room or space containing flame producing devices, hot metal surfaces above 800° F. or single phase AC motors, wound rotor AC motors or DC motors, other than explosion proof types. In the event the refrigerating machinery cannot, without excessive building construction, be separated from flame producing equipment or apparatus apt to produce sparks, this fact is justification for the use of "Freon-12" in the system.

System owners and service men may usually secure information from the manufacturer of the system as to the features of its design which affect the question as to whether or not some other refrigerant may be used.

### Ward Gets Locker Contract For Bombing Range

LOS ANGELES—Ward Refrigerator and Mfg. Co., has a government contract for construction of lockers at the Muroc Bombing Range in the desert at Muroc, Calif., at a cost of \$18,425.

## The Priorities Quiz

(AIR CONDITIONING & REFRIGERATION NEWS, with the aid of a man who is actually engaged in handling much priorities work, will attempt to answer questions from readers about priorities problems. The editors will not guarantee to answer all questions, nor can they guarantee that the answers will be legally perfect, but an effort will be made to provide a guide to correct procedure wherever possible.)

### Rating Procedure Under P-126 Outlined

Q. Our local War Production Board has advised us that it is not permissible for distributors or jobbers to re-rate orders with an AA-4 preference rating under the P-126 Refrigeration Service Order to AA-2 as provided by the amended order without going back to a service agency for authority to do so.

Your "Priority Quiz" of Nov. 29 informed us that this was not necessary and that distributors could re-rate P-126 service orders by merely recertifying the new ratings to their unfilled purchase orders. Please advise the correct procedure.

A. The notation in the "Priority Quiz" to which you refer was based on a letter from the War Production Board to a manufacturer who had asked the War Production Board to approve the method of rerating without the necessity of requiring distributors to back to service agencies. The War Production Board has stated in answer to further correspondence that their answer was apparently "not written in sufficient detail" for the War Production Board had assumed that rerating by certification would initiate only with service agencies and that there was an apparent misunderstanding by both the War Production Board and the manufacturer as a result of this first exchange of correspondence.

The War Production Board has now clearly stated, however, that "by the terms of P-126, no supply house or jobber of itself may rate any purchase order rated under it" and that to re-rate a purchase order placed under the terms of P-126 before revision to the new ratings provided by the amendment of Sept. 15, 1943 "it should only be necessary for a serv-

ice man to cancel his orders to a supply house and then to submit new purchase orders properly rated."

A supply house may then cancel its own purchase order to a manufacturer and submit on the basis of the rerated order from the service agency an order extending such ratings as appear on the service agency's order to the supply house.

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### Coyle Elected President Of Gas Association

WILMINGTON, Del. — Thomas Coyle, chlorine products manager of the Electrochemicals department of E. I. du Pont de Nemours & Co., has been elected president of the Compressed Gas Manufacturers Association, Inc.

Mr. Coyle joined the du Pont Co. in 1930 when the company acquired Roessler and Hasslacher Chemical Co. with which he had been associated 26 years.

Born at Perth Amboy, N. J., he attended Bethlehem Preparatory School and then was graduated from Lehigh university as a chemical engineer. He had been employed by Roessler and Hasslacher before attending the university and at the conclusion of his course returned to the firm in 1909.

### Workman, Frick Manager In Baltimore, Dies

WAYNESBORO, Pa. — A. S. ("Alec") Workman, manager of the Baltimore branch office of Frick Co. died suddenly on the morning of Jan. 27. He had been at his office the day before, apparently in good health, but was taken with a severe heart attack in the night.

Mr. Workman began his work with Frick Co. at the Pittsburgh office in 1905. After being trained in erecting and sales work for several years, he was made manager of the Baltimore branch office.

During World War I he devoted a great deal of his time to Army and Navy work.

### Program for Training Repairmen Starts

(Concluded from Page 1, Column 2)

act as Temporary Coordinators. Mr. Kromer will welcome inquiries from refrigeration men in communities where the training activity is needed but no action has yet been taken. Communications should be addressed to National Refrigeration Manpower and Training Program, Administrative Office, 1825 E. 24th St., Cleveland 14, Ohio.


## WOLVERINE REFRIGERATION TUBE

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## Ration Certificate Necessary For New Farm Milk Cooling System

WASHINGTON, D. C.—Sale of new refrigeration systems for immersion or tubular type farm milk coolers for agricultural use cannot be made unless a purchase certificate is issued by a county farm rationing committee, according to an order issued Jan. 19 by the War Food Administration.

Certificates are granted under the terms of Food Production Order No. 14 which establishes the general rationing program for farm machinery and equipment.

Text of the WFA order issued Jan. 19 is as follows:

**TITLE 7—AGRICULTURE**  
**Chapter X—War Food Administration**  
**(Production Orders)**  
(FPO 14, Supp. Order 7)  
Part 1202—Farm Machinery and Equipment

New Refrigeration Systems for Immersion and Tubular Type Farm Milk Coolers.

§ 1202.476 Purpose of this supplementary order. This supplementary order explains the procedure to be followed in rationing new refrigeration systems for immersion and tubular type farm milk coolers for agricultural use and it also sets forth the requirements of the rationing program which are of special importance to persons desiring such equipment. This supplementary order should be read in conjunction with Food Production Order No. 14 (8 F.R. 17456) which establishes the general rationing program and which contains definitions of certain terms used herein.

§ 1202.477 Scope. This supplementary order deals with new refrigeration systems manufactured under War Production Board Order No. L-38, as amended, and any other applicable War Production Board regulations.

### Credit Group Asks Easier Terms For Veterans

NEW YORK CITY—Amendment of the Federal Reserve Board's Regulation "W," restricting installment sales, to exempt returning members of the armed forces has been urged by the board of governors of the Retail Credit Institute of America, Inc.

The Institute pointed out that exemption already has been provided for farmers, disaster and flood victims, and others, "establishing logical precedent for the proposed change."

Asserting that large numbers of returning veterans are unable to meet the stiff down payments and short terms required by the present Regulation W, Nathan S. Sachs, Institute president said:

"Hundreds of thousands of veterans are finding adjustment to civilian life difficult because they are unable to use their present credit. The regulation to curb purchases by people who have enjoyed the war boom should not apply to men and women in the armed forces who have not been riding the gravy train."

Considering the veterans' recent small income and the nation's responsibility to help them back to a normal living, special exemption from Regulation W is reasonable and little enough to offer, according to Sachs, who added: "The inflationary aspect of our proposal is slight and to the extent that proper extension of credit may ease demand for sizeable appropriations out of the public treasury for rehabilitation purposes is definitely deflationary."

While noting that the Soldiers and Sailors Civil Relief Act protects the servicemen with respect to any pre-war indebtedness, the Institute contends it now is necessary to go much further if their return to civilian life is to be made reasonably easy.

### S. J. O'Brien To Head New York Electrical & Gas Association

NEW YORK CITY—S. J. O'Brien, president of S. J. O'Brien Sales Corp., has been elected president of the Electrical and Gas Association of New York, Inc.

Other officers elected include T. F. Barton, General Electric Co., first vice president; T. H. Joseph, E-J Electric Installation Co., second vice president; Norman L. Myers, Westinghouse, third vice president; H. C. Calahan, General Electric Supply Corp., fourth vice president; James A. Sackett, Kings County Lighting Co., treasurer; C. A. Norton, Pierce Laboratory, secretary; John W. Walter, Apex Rotarex Corp., assistant secretary.

tion Board Order No. L-38, as amended (8 F.R. 16389), for immersion and tubular type farm milk coolers.

§ 1202.478 Transfer for agricultural use. No person, other than a Federal agency, shall make a transfer or accept a transfer of new refrigeration systems for immersion or tubular type farm milk coolers for agricultural use, except pursuant to a purchase certificate issued by a county farm rationing committee.

§ 1202.479 Transfer to Federal agencies and for non-agricultural use. (a) Purchase certificates will not be issued to Federal agencies for new refrigeration systems for immersion or tubular type farm milk coolers. If a Federal agency wants any such refrigeration system, it must comply with War Production Board Order No. L-38, as amended, and any other applicable War Production Board regulations.

(b) If any person other than a Federal agency wants any new refrigeration system for an immersion or tubular type farm milk cooler for non-agricultural use, he must comply with War Production Board Order No. L-38, as amended, and any other applicable War Production Board regulations.

§ 1202.480 Communications. All communications concerning this supplementary order shall, unless otherwise directed, be addressed to the Director of the Office of Materials and Facilities, War Food Administration, Washington 25, D. C., Ref: FPO 14, Supp. 7.

§ 1202.481 Incorporation into Food Production Order No. 14. This Supplementary Order No. 7 shall be added to and become a part of Food Production Order No. 14 and any violation of this Supplementary Order No. 7 shall be deemed to be a violation of Food Production Order No. 14.

Issued this 19th day of January 1944.  
Wilson Cowen,  
Assistant War Food Administrator.

### AA-1 Ratings To Make Automotive Truck Parts Extended

WASHINGTON, D. C.—The time limitation of April 1, 1944, on the use of AA-1 ratings to cover the production of replacement parts for medium and heavy motor trucks, truck trailers, passenger carriers, off-the-highway motor vehicles and motorized fire equipment, has now been removed, announces WPB.

Until the current action the time limitation on the use of AA-1 ratings was due to expire April 1. Under the terms of L-158 all orders for replacement parts for the categories of vehicles named, although these orders are not issued with a rating, must be produced as though they bore an AA-1 priority, notwithstanding the provisions of Priority Regulations No. 1.

Removal of the expiration date will thus enable manufacturers of replacement parts for these vehicles to schedule production for the second and subsequent quarters on an AA-1 priority basis.

Passenger automobiles and light truck replacement parts take an automatic AA-2X rating. There was no time limitation on the use of this rating for such replacement parts production.

### Steve Wise Co. Named Crosley Distributor

WICHITA, Kan.—The Steve Wise Co., at 579 West Douglass Ave., Wichita, has been appointed as distributor for the Crosley Corp. here.

Steve Wise, head of the firm, started in the automotive business in 1922. In 1937, the company added a line of major household appliances, distributing these in the western two-thirds of Kansas, in northwest Oklahoma and the Texas panhandle.

The firm occupies the same location in which it started business 21 years ago, but has built an additional building adjoining the original.

**WILSON "Life-Tested" ZERO-FLOW & VERTI-COIL MILK COOLING CABINETS**

SELF-CONTAINED AND SECTIONAL FARM FREEZERS (Reach-In Type)

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## Ceilings To Hold on Furniture With Springs

WASHINGTON, D. C.—Manufacturers of upholstered furniture who are returning to the production of previously marketed steel spring-filled items that they sold during March, 1942, or thereafter, must not sell above the maximum prices formerly established for these particular items, the Office of Price Administration announced Jan. 28.

The announcement was made by OPA in answer to pricing queries from furniture manufacturers who expect to resume production of the items following a War Production Board action of Jan. 14 (Directive L-260) permitting the use of steel upholstering springs by qualified manufacturers in an amount each quarter not to exceed 12½% of the total dollar value of springs used by the manufacturer during the base period year—1941.

OPA also made clear that any shift from a solid filling or a substitute spring construction to a steel spring construction is more than a minor change in an article of upholstered furniture.



**We Manufacture Only Food Conservators**

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Household and Commercial Refrigerator Cabinets

Now Making VITAL War Products for Army and Navy

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**HEAT TRANSFER EQUIPMENT**

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ONE PORTABLE Leeds & Northrup direct reading potentiometer, range minus 30 to plus 170° F., complete with 10 point distributing switch and thermo couples. Apply Box 1517, Air Conditioning & Refrigeration News.

FARM FREEZERS to 40 cu. ft. Dry Beverage Coolers remote, self-contained. Complete line available to dealers. Special attractive dealer discount. Available for immediate shipment, new blower coils all types, capacities. Low prices. New commercial reach-in refrigerators 20 to 90 cu. ft. New and rebuilt condensing units, all sizes. GENERAL REFRIGERATORS CORP., 678 Broadway, New York, N. Y.

### FRANCHISES WANTED

WANT ELECTRIC appliance wholesale distributorship for good territory with representation for popular appliance lines. Have \$150,000 in cash and can raise more if needed from other properties; also have experience handling appliances. Box 1511, Air Conditioning & Refrigeration News.

### BUSINESS OPPORTUNITIES

LARGEST COMMERCIAL refrigeration and restaurant supply house in Los Angeles interested in contacting lines allied to our business for West Coast post-war distribution. Established since 1920 in Los Angeles. ELSTER'S, 115 S. Los Angeles St., Los Angeles 12, Calif.

### POSITIONS AVAILABLE

BEST OPPORTUNITY in all America both during and after the war. San Diego, Calif., offers you everything worth living for. We need good service men. Will pay top wages, time and a half and double time for over 44 hours plus liberal commissions. (WRIGHT REFRIGERATION SERVICE, 1337 India St., San Diego 1, Calif.)

SALES ENGINEER, familiar with domestic, commercial refrigeration, air conditioning supplies and equipment, to travel local territory. Should have engineering or service background. Applicant with right ability will be given responsible part in expanding activities of the company. Write, giving age, experience, draft status, present earnings and other details and include a recent photograph. MACHINE TOOL & SUPPLY CO., P. O. Box 2329, Tulsa 1, Okla.

WANTED TWO air conditioning and commercial refrigeration salesmen with proven sales record for immediate employment by commercial refrigeration distributor in Cleveland, Ohio. Company has excellent franchises, background and representative installations. A large quantity of used commercial equipment and priority business will allow good income while building up prospects for postwar activities. Salary plus commission. Apply Box 1513, Air Conditioning & Refrigeration News.

REFRIGERATION ENGINEERS. Large corporation with tremendous resources, facilities, experience and international reputation, desires competent refrigeration engineers experienced in designing, manufacturing and testing all types of commercial refrigeration equipment. This is an unusual opportunity for qualified men. Give experience and qualifications in replying. Box 1514, Air Conditioning & Refrigeration News.

THOROUGHLY EXPERIENCED man as installation and service supervisor. Commercial and industrial work only. Good future; steady work for right man. Pleasant working conditions with growing concern. High salary. STERLING REFRIGERATION CO., Paterson, N. J.

### POSITIONS WANTED

MAN 42 YEARS of age with A-1 references and 15 years' experience in the refrigeration and air conditioning field desires position with manufacturer or distributor. Experience as follows: 4 years service installation and application manager for distributor; 4 years district sales manager for distributor; 3 years field service representative for manufacturer; past 4 years operating sales and service company of own, which was started in 1939 and built to a \$40,000 per year business when sold. Address Box 1515, Air Conditioning & Refrigeration News.

SALES ENGINEER: Married, 8 years' experience in export of air conditioning and commercial refrigeration. Desires connection with good firm. Tactful, sales application minded, practical engineer. Capable of aiding in development of new and expanding on present items of air conditioning and refrigeration. Box 1509, Air Conditioning & Refrigeration News.

### EQUIPMENT WANTED

WE ARE in the market for dry type bottle coolers, new or used. Similar to Tyler 617 and 1030 and the Victor J52 or J74. Advise description and condition when quoting. Also need large used floor fan. Box 1516, Air Conditioning & Refrigeration News.

# Rules Announced for Preparing Manning Tables for Deferments

LANSING, Mich.—Method of preparing replacement schedules and procedure to be followed by employers to obtain occupational deferments for their employees have been altered by the Michigan State Selective Service Headquarters here through issuance of Instruction Memorandum No. 11, effective Jan. 15.

The state memorandum cancels the 10 memorandums previously issued by the Michigan headquarters and supplements Local Board Memorandums No. 158 and 158-A revised and issued June 4, 1943 by the National Headquarters of the Selective Service System in Washington, D. C.

According to Memorandum No. 11, three forms comprising the replacement schedule must be filled out in triplicate and forwarded to State Headquarters. One copy of these forms will be returned to the employer. The three forms are (1) the Title Sheet, DSS Form 320, (2) the Replacement List, DSS Form 319, and (3) the Replacement Summary, DSS Form 318.

### WHEN TO SUBMIT NEW SCHEDULE

If a firm already is operating under a replacement schedule, the renewed schedule should be submitted 30 days prior to the expiration of the present schedule.

The Title Sheet (DSS Form 320) provides for a description of the company's activities and listing of total number of workers according to age groups, sex, marital status, and dependents, in addition to showing the number of people to be released from occupational deferment each month up to six months, and at periods beyond six months.

Employers are cautioned that the total number of workers listed must be equal to the total number of employees including owners and executives who are shown on the employer's payroll as of the date the schedule is prepared. Employers must also state clearly the specific functions of their activity, advises the memorandum.

On the Replacement Summary (DSS Form 318) the job titles of workers are to be listed with the number of workers in each job classification broken down as to the number of women workers, men 45 years old and over, men 38 through 44, men under 18; and for men between the ages of 18 and 37, inclusive, the number physically disqualified, number with children, married without children, and single. Only "pre-Pearl Harbor" fathers qualify for listing under the "with children" column, which limits that column to those married prior to Dec. 8, 1941 who have maintained a bona fide family relationship with their families since that date and have children born prior to Sept. 15, 1942.

### WHO'S ON REPLACEMENT LIST

The Replacement List (DSS Form 319) names the individual workers, their occupation, age, draft board classification, family status, order number, and the month in which they are to be released. The list is composed only of those male workers between 18 and 37, inclusive who are single, married without children, or who have children.

In scheduling the release of employees on DSS Form 319, employers are advised to release non-fathers prior to pre-Pearl Harbor fathers when they are engaged in the same occupation.

Registrants who have been classified by their local selective service boards in 2-C or 3-C must be shown for release in the first period, states Memorandum No. 11.

Likewise, any employee shown released in the first through the sixth period on a previous replacement schedule and still employed should be shown for release in the first period of the new schedule unless "exceptional circumstances" would warrant requesting additional time, employers are advised.

If additional time for such employees is requested in the new replacement schedule, employers are requested to indicate the new release period with a black check mark on the replacement schedule and the previous release period with a red check mark.

A separate replacement list is to be prepared by employers listing all

registrants classified in 1-C and 4-F and showing release dates.

After an employer has filed his replacement schedule, and it has been accepted by the State Headquarters, he should within 10 days complete requests for deferment and submit them, warns the State Headquarters.

Unless prompt action is taken in filing requests for deferments, the State Headquarters declares that it "will not be in a position to intercede in the induction of registrants by the Local Boards regardless of the fact that they are on an accepted schedule."

### WHEN TO USE FORM 42A

A Form 42A should be prepared for each employee shown on the replacement list, and forwarded within 10 days after the State Headquarters accepts the replacement schedule.

Forms 42 and M-905, previously used in lieu of Form 42A for pre-Pearl Harbor fathers, are no longer authorized.

Employers are advised to prepare Form 42B for all registrants classified in 4-F and 1-C.

Employers are not permitted to file requests for occupational classification bearing a State Acceptance Number on any registrant which is not shown on the replacement schedule.

After an employer has filed his replacement schedule and followed through with requests for occupational deferment, as outlined in the preceding paragraphs, he is to keep this schedule up to date by filing a supplementary Replacement List (DSS Form 319 only) in duplicate with the State Headquarters every month.

### THE SUPPLEMENTARY REPLACEMENT LIST

This supplementary Replacement List is to be prepared as of the last day of each month and will include the names of all employees, 18 through 37 years of age, who have been hired during the month.

Release dates shown on the supplementary Replacement List should correspond with the original Replacement List already on file at State Headquarters. For example, if a new employee is listed for release three months after the supplement is filed, and the supplement is being filed three months after the original Replacement List was filed, the release date shown on the supplement should be the six month.

Requests for occupation deferment (Form 42A) should accompany the supplementary Replacement List when it is filed.

When an employee, 18 through 37, severs his connection with an employer for any reason, except to be inducted into the armed forces by order of his local board, the employer must inform the employee's Local Board of such action. This information must be sent in even if the employee leaves to accept a commission or tells the employer he is joining the armed forces but has not received notice to report for induction. A copy of this letter should be sent to the State Selective Service Headquarters.

### IN EVENT OF LAY-OFFS

In the event that an employer is forced to lay-off workers he must follow a certain procedure, which is outlined in Memorandum No. 11 as follows:

"If it becomes necessary for an employer to lay-off individuals, it is MANDATORY that employees for whom occupational deferments have been granted be released for induction prior to the separation of any individuals not subject to induction into the armed forces.

"Employees who have been granted occupational deferments should be considered as loaned to the employer and regardless of any labor-management agreement, it should be understood that a registrant released for induction into the armed forces has the right to return to his job without loss of seniority and, therefore, should not be considered as having been separated in violation of any agreement calling for the release of employees in sequence of seniority."

Should a Local Board deny occupational deferment to an employee after the employer has followed the correct procedure in submitting a

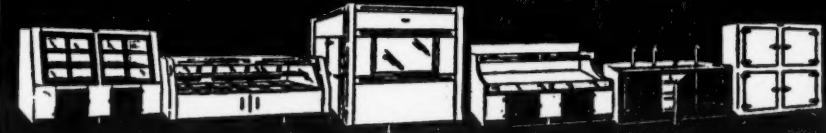
replacement schedule and request for deferment, the employer is advised by State Headquarters to appeal the classification. This, of course, must be done within 10 days of the receipt of notification of classification by the employer or the employee.

If the appeal board turns down the request for occupational deferment by a unanimous vote, the employer should contact the State Headquarters immediately, outlining in a letter the circumstances in the case.

If there was one or more dissenting vote by the appeal board in denying occupational deferment, the employer should then write the Local Board and take an appeal to the President under authority of Section 628.2, Selective Service Regulations, advises the State Memorandum No. 11.

"In filing this letter," states the memorandum, "you should indicate that you are making an appeal on account of the dissenting vote by one or more members of the appeal board and in view of the accepted replacement schedule on file in this headquarters and because an occupational question is involved."

Practice of employers' requesting the State Selective Service Headquarters to postpone induction of employees will not receive favorable action in the future unless there is submitted with such requests definite proof that procedural rights have been violated and in addition that the employer has complied with all of the instructions.



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